



Completing the Registration Process on the AdvancED Website

School Instructions

1. To register on the AdvancED website, go to www.advanc-ed.org and click the **Login** link in the upper right corner. The process of registering on the AdvancED website creates a personal profile in the system and will enable you to manage accreditation activities for your school/district.

AdvancED Homepage



2. Click the **Not registered yet** link to enter your personal profile information.

Login Screen

3. The **Personal Profile** screen will display. Complete the information, making sure to fill in all required fields marked with an (*) asterisk. Create a personal **password** of your own choosing.

Note: passwords must be at least six characters long and include at least one number.

Personal Profile Screen

The screenshot shows the 'Personal Profile' screen of the AdvancED website. At the top, there is a navigation bar with links: Home | Contact Us | State Offices | AdvancED Resource Network | My Accreditation | Login. Below this is a header with the AdvancED logo and the tagline 'Advancing Excellence in Education Worldwide'. A secondary navigation bar includes links: Home, About Us, Schools/Districts, Accreditation, Products & Services, Professional Development, and Parents & Public. The main content area is titled 'Personal Profile' and contains instructions: 'Please enter or modify your profile information and click Save to update information. An asterisk (*) denotes required information.' There are 'Save' and 'Cancel' buttons. The 'Personal Information' section includes fields for E-mail *, Confirm E-mail *, Password *, and Confirm Password *. A red box highlights the password fields with the text 'Passwords must be at least six characters long and include at least one number.' A red arrow points from this text to the password fields, and another red arrow points from the text 'Note password requirement!' to the same area. Below the password fields are fields for Title, First Name *, MI, Last Name *, and Suffix. There is also a 'Preferred First Name' field. A blue callout box on the left says 'Create a personal password of your own choosing.'

4. If you are responsible for school improvement/accreditation activities for your school or district, click the checkbox to indicate. Then enter the **Access Code** assigned by your AdvancED state office. If you are unable to locate the notification letter, contact your state office for this information. State office contact information is located at www.advanc-ed.org/about_us/state_offices.

The screenshot shows the 'Organizational Information' section of the form. It includes a checkbox labeled 'I am responsible for school improvement/accreditation activities for this institution' which is checked. Below this is a text box for 'Access Code' and a field for 'Expiration Date'. A red arrow points from the checkbox to a red box labeled 'Check this box'. Another red arrow points from the 'Access Code' field to a red box labeled 'Enter Access Code'.

5. If you work for a member school or district, click the **Select School/District** button. If you do not work for a member school or district, indicate by checking the **Work Information Not Applicable** box and continue by completing the address information for your organization.

The screenshot shows the 'Work Contact Information' section of the form. It includes a checkbox labeled 'Work Information Not Applicable' which is unchecked. Below this is a section titled 'I work for' with two radio buttons: 'I work for a member school or district' (selected) and 'I work for another organization or am not sure'. A red arrow points from the 'Select School/District' button to a red box labeled 'Click this button.'. Below the radio buttons are fields for Org Name *, Address 1 *, Address 2, Country * (set to United States), City *, and State/Province *.

- If you indicated that you work for a member school or district, the **Select Institution** screen will display. Specify your search criteria by using the drop-down menus to locate your school or district and click the **Search** button.

Helpful Tips for Searching

- You can leave the **City Contains** field and the **School Contains** field blank if you wish.
- To narrow your search, you may enter all or part of the school name in the **School Contains** field.
- To locate your school in the list, use the **scroll bar** on the right or click the links for **Next** and **Last**. You can also use the **Page** drop-down list to easily page through the list.
- Schools may be sorted in ascending or descending order by using the **Sort by** drop-down menus.
- The **Reset** button will reset or clear your search criteria so you can begin a new search.

Select Institution Screen

Select Institution

Please enter search and sort criteria and click **Search** to view a list of institutions.

Search Criteria

Search for: ☒ School ☐ District

Country: Sort by:

State/Province: Then sort by:

City Contains: Then sort by:

School Contains:

Search **Reset**

Reset clears your search criteria.

Displaying Records 1 - 250 of 630

	School	Address	District	City	State/Province	Country	Phone
<input type="radio"/>	'Hman'shawa Day School	PO Box 17779	Fort McDowell Indian Community	Fountain Hills	Arizona	United States	480-837-3146
<input type="radio"/>	Academy of Tucson	10720 E. 22nd Street	Arizona - No District	Tucson	Arizona	United States	520-733-0096
<input type="radio"/>	Academy with Community Partners	433 North Hall	Arizona - No District	Mesa	Arizona	United States	
<input type="radio"/>	Accelerated Learning Center	4105 E Shea Boulevard	Arizona - No District			United States	602-485-0309
<input type="radio"/>	ACE Charter High School	1929 N. Stone Avenue	Arizona - No District			United States	520-628-8316
<input checked="" type="radio"/>	Adobe Mountain School	2800 West Pinnacle Peak	ADJC Educational System			United States	623-582-1180 4125
<input type="radio"/>	Agua Fria Union High School	530 E Riley Drive	Agua Fria Union HS District 216	Avondale	Arizona	United States	623-932-7300

Use Next and Last links or use the Page drop-down menu to scroll through the list.

Click Select when you are finished.

Page 1 [Next>](#) [Last>>](#)

Select **Cancel**

- A list of schools matching your search criteria will display. Once you have located your school, make your selection by clicking the radio button, then click the **Select** button when you are finished.

8. After selecting your school from the list, the **Personal Profile** will re-display. Basic address and phone information for your school will automatically be inserted into the **Work Contact Information** section for you. Make changes if needed. ***Note:** any changes made in your personal profile **will not update** the information in the school record. If you wish to update the information in the school record, please contact the person responsible for completing the School Demographics Update.*

Work Contact Information

☐ Work Information Not Applicable ?

I work for

☒ I work for a member school or district

Select School/District

Org Name *

Address 1 *

Address 2 *

Address 3 *

Phone *

Fax *

Country * United States

City *

State/Province *

Postal Code *

Postal Code Not Applicable

Format: 999-999-9999 extension

Format: 999-999-9999 extension

9. Indicate the position(s) you hold at the school or district. If your position is not listed, enter the information in the **If other, specify** field(s).

Positions Held

Position

Position

Position

If Other, specify

If Other, specify

If Other, specify

Select the position you hold at your school or district from the drop-down menus.

If your position is not listed, indicate in these fields.

10. If applicable, **uncheck** the **Home Contact Information** checkbox and indicate either your **home** or **work** as your primary contact information.

The screenshot shows the 'Home Contact Information' section of a profile form. It contains a checkbox labeled 'Home Information Not Applicable' which is currently checked. Below this is the 'Primary Contact Information' section with two radio buttons: 'Use my work as my primary contact' (selected) and 'Use my home as my primary contact'. A blue callout box on the right contains the text: 'If applicable, **un-check** box and provide home information, then indicate **home** or **work** as your primary contact information.'

11. Indicate your **Credentials and Areas of Expertise** if you will be serving on teams. Otherwise, SKIP this section and click the **Save** button to save your profile.

The screenshot shows the 'Credentials and Areas of Expertise' section. It includes four text input fields for 'Credential 1' through 'Credential 4'. Below these are two dropdown menus for 'Area of Expertise', each followed by a text field for 'If Other, specify'. A blue callout box in the center states: 'Complete this section if you will be serving on teams.'

12. Indicate your **Willingness to Serve** by clicking the checkbox and indicate the organizations you would like to become affiliated/associated with by making your selection from the list on the left and clicking the arrow button **>>** to move your selection to the empty box on the right.

The screenshot shows the 'Willingness to Serve' section. It starts with a checked checkbox 'I currently provide or would like to provide services to the organization'. Below this is the instruction 'Please indicate the organization(s) you are currently affiliated with or would like to become affiliated with:'. This is followed by two columns: 'Selection List' (containing NCA CASI, SACS CASI, SAIS) and 'Selected Organizations' (containing AdvancED, CITA). Between these columns are '>>' and '<<' arrow buttons. A red callout box points to these buttons with the text 'Use arrow buttons to move your selections.' Below this is another section for groups, with the instruction 'Please indicate the group(s) you are currently associated with or would like to become associated with:'. It has a 'Selection List' (containing Latin America, Navajo Nation, Post-Secondary) and an 'Associated Groups' box (containing DoDEA), also with '>>' and '<<' arrow buttons. At the bottom is a 'Brief Biography' section with a large text area and an 'Edit' button.

13. Enter a **Brief Biography** in the text box. Otherwise, SKIP this section and click the **Save** button to save your profile.
14. Indicate your dates of availability for School/District visits by clicking the appropriate checkboxes. Choose the appropriate **School Type Expertise** from the drop-down lists and click the **Save** button to save your **Profile**.

The form is titled 'School Visit' and 'District Visit'. It contains two main sections for availability selection. The 'School Visit' section has four checkboxes for time periods: January - March, April - June, July - September, and October - December. The 'District Visit' section has a grid of checkboxes for specific date ranges from January 28-31, 2007, to November 11-14, 2007. Below these sections are four dropdown menus for 'School Type Expertise 1', 'School Type Expertise 2', 'School Type Expertise 3', and 'Public/Non-public Expertise'. At the bottom, there are optional fields for 'Gender' and 'Ethnicity', each with a dropdown menu and the label '(Optional)'. The form concludes with 'Save' and 'Cancel' buttons.

15. Once the registration process is completed, you will receive a **Registration Confirmation** message on the screen as well as a **Confirmation E-mail**.

The screenshot shows the AdvancED website interface. The top navigation bar includes links for Home, Contact Us, State Offices, AdvancED Resource Network, My Accreditation, and Logout. A welcome message 'Welcome, testfirst testlast' is displayed. Below the navigation bar, there are logos for NCA CASI, SACS CASI, and NSSE, along with an 'Online Store' link. The main content area features a 'Registration Confirmation' message: 'Thank you for registering. A confirmation will be sent to your e-mail address.' with an 'OK' button.